

~~SECRET~~
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

1. NAME (Last) <u>Mills</u> (First) <u>Montreal</u> (Middle) <u>S</u>	2. DATE OF BIRTH <u>31 Jan 1924</u>	3. SEX <u>Male</u>	4. GRADE <u>GS-13</u>	5. SD <u></u>
6. OFFICIAL POSITION TITLE <u>Security Officer</u>	7. OFF/DIV/BR OF ASSIGNMENT <u>OS</u>	8. CURRENT STATION <u></u>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <u>22 January 1968</u>	12. REPORTING PERIOD (From- to-) <u>1 January 1967-31 December 1967</u>			

SECTION B

PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO. 1 <u>Responsible for the supervision, management and direction of the</u> <u>Office of Security</u>	RATING LETTER <u>P</u>
SP <u></u>	RATING LETTER <u>P</u>
SI <u>Responsible for responding effectively and efficiently to Headquarters requirements for</u> <u>investigative and operational support.</u>	RATING LETTER <u>P</u>
SPECIFIC DUTY NO. 4 <u>Maintains liaison with senior executives in private industry and government including federal, state and local authorities.</u>	RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 5 <u>Responsible for the selection and training of</u> <u>other corporate personnel.</u>	RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 6 <u>Personally completes certain</u> <u>assignments for the Agency.</u>	RATING LETTER <u>S</u>
(See Attached)	

OVERALL PERFORMANCE IN CURRENT POSITION

Take account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER
S

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

11/13 [] has been under the supervision of the writer for the past six months. Before this period [] responsibilities were varied and not necessarily co-incidental with those as listed in his previous fitness report. [] as an individual, is an extremely outstanding investigator. He personally makes himself available for any assignment and has no hesitation working long hours and for long periods of time. He has a very pleasant personality and can, professionally, among investigators, stand out as an organizer and leader among any of them. Previous to [] assignment to [] he served as a resident agent for almost 13 years with a short period of assignment at Headquarters immediately before. Because of this long isolated assignment in the field, he has become handicapped to the extent that he does not possess the necessary tools for strong management and supervision of people or organization. This handicap, in my opinion, is not a fault of [] and he should not be penalized in this regard.

[] as an investigator in the OS career service, is outstanding. He is a senior 13, was formally recommended for promotion to Grade 14 in 1966 and so informed by his supervisor at the time. The lack of promotion, the existence of a weakness from not having been properly trained and fortified with an Agency proprietary philosophy and a capability to supervise and manage

SECTION D

CERTIFICATION AND COMMENTS

(See Attached)

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

Jan 18, 1968

SIGNATURE OF EMPLOYEE

[]

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

6

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

15 January 1968

OFFICIAL TITLE OF SUPERVISOR

Chief, []

3.

COMMENTS OF REVIEWING OFFICIAL

I concur in this evaluation. I certainly agree with the rater that [] is a highly competent and experienced investigator. I also agree with the rater that his failure to give a strong performance in certain areas of management and supervision in a proprietary effort is in some measure attributable to a lack of training. He appears to have qualifications that are needed in this proprietary, and it is planned to make adjustments to afford him this training when it is expedient to do so within [] limitations.

DATE

22 January 1968

OFFICIAL TITLE OF REVIEWING OFFICIAL

Dep. Director of Security []

SECTION B

Specific Duty No. 7

Manages and disburses sizeable funds in connection with that portion of the proprietary organization for which he is responsible.

S

SECTION C (Continued)

people before being assigned to [] is creating a psychological problem for [] and a management problem for this Division. [] needs a seasoned professional like [] however, his future in the project is limited until certain specific weaknesses outlined above can be corrected. The proper training and development of [] should be planned as soon as possible. Such training should consist of personnel and organizational management in the commercial world and Agency training, [] if possible, on OPS familiarization and Counter Intelligence.

[] disburses funds, is responsible for purchasing items for the office which he manages and does so with discretion. He exhibits a good degree of cost consciousness, however, there is room for improvement.